

To register for eProcurement training:

**Please have your head procurement agent register students by emailing the following information to Paul Jasheway ([pjasheway@doit.state.in.us](mailto:pjasheway@doit.state.in.us)) in GMIS.**

- **Training Class**
- **Session**
- **Name**
- **Department**
- **Phone**
- **E-Mail**
- **HR PeopleSoft User ID** (located in the upper right hand corner of the PINK confirmation of benefits form that you received to confirm your insurance enrollment)

If you don't know your head procurement agent, contact Kathy Evans ([kevans@idoa.state.in.us](mailto:kevans@idoa.state.in.us), 317-233-3757) or Brian Woods ([bwoods@idoa.state.in.us](mailto:bwoods@idoa.state.in.us), 317-233-9524) to find out.

**Training Contact: Paul Jasheway [pjasheway@doit.state.in.us](mailto:pjasheway@doit.state.in.us) (317) 232-6752**

**Please specify if any trainees will have special needs in attending classes.**

To ensure these classes are as effective as possible, all students will need to complete the prerequisite orientation course prior to attending class.

You may take this course by visiting the PeopleSoft website and downloading the tutorial at

<http://www.knowledgecenter.peoplesoft.com/af/peoplesoft/my/preclass.html>

Once you've reached this page, scroll down and click the link:

**PeopleSoft 8.4 Pre-Class Navigation Tutorial (English) (Download Version)**

Save the tutorial's installation program to your computer, then proceed to install and run it. Please note this tutorial uses the PS Travel & Expenses module for one example. This module is not part of the SOI license, but the navigation skills it teaches are applicable to all 8.4 modules. If you need assistance with the tutorial, please contact your IT technical support staff. Please allow 45 minutes to 1 hour for taking this tutorial.

Please complete this tutorial prior to attending class.

If you would like to review the class training materials in advance, please visit the IDOA Procurement Division web page below. This site contains the eProcurement Training Manuals and many other related documents and communications.

<http://www.in.gov/idoa/proc/eProcurementInformation.htm>